

Comptroller's Directive No. 2-08
Attachment HE-2
Contact Survey

Purpose	This attachment will provide DOA with the institution contact information. This attachment is similar to the prior year's Attachment HE-1.
Applicable institutions	All institutions must complete this attachment.
Due date	July 17, 2008
Submission requirements	<p>Contact DOA if the institution has any problems with the files.</p> <p><u>After downloading the Excel file, rename the file using the institution's acronym followed by Attachment HE-2.</u> For example, VCCS should rename the Attachment HE-2.xls file as VCCS Attachment HE-2.xls.</p> <p>Submit the Excel file electronically to finrept-HE@doa.virginia.gov.</p> <p>Copy APA via e-mail to APAFinRept@apa.virginia.gov.</p> <p>Do <u>not</u> submit paper copies of this spreadsheet.</p>
Completing the attachment	<p>Required Information: Enter the contact information for the institution head and the fiscal officer as shown on the agency signature card submitted annually to DOA. Also enter the contact information for the directive contact person.</p> <p>Optional Information: An additional contact person can be listed in the space provided. This is optional and does not have to be completed. This was added because some institutions requested an additional person be copied on e-mail correspondence from DOA.</p>

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